



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of State Planning & Operations 334 State Office Building Atlanta, Georgia 30334	Application Number 81-72	
Application Number		Date Received 1-29-81	Date Completed FEB 3 1981
2. Person to Contact Daniel N. Fleming		Working Title Coordinator, State Planning	
		Telephone Number 656-3435	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974 Latest To Date		5. Records Series Title (followed by title used in office; if different) Vocational Education Annual Program Plan Working Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Planning Unit of the Division of Vocational State Planning and Operations is responsible for coordinating the planning, development and maintenance of a Five-Year State Plan for statewide operation of vocational education that establishes needs, goals, policies, regulations and guidelines.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Compiling Annual Program Plans (including State Five-Year Plans) and Accountability Reports for the State's Vocational Education Program. Included are: Working papers used in compiling Plans and Reports, including budget calculations, computer printouts and other fiscal reports from Accounting Unit, Fiscal Services Division; job demand/supply data (Labor Department statistics converted into Vocational Education terminology); copies of objectives, goals, activity reports, etc. from other Divisions within the Office of Vocational Education; recommendations/transcripts from public hearings and related newspaper clippings, publicity, etc. regarding planned public hearings required by federal government; recommendations from State Advisory Council for Vocational Education; Agency Council input, including correspondence inviting agency representatives to serve on Council, recommendations from the Council and members' position papers; and enrollment data and other statistics from MIS Unit. Also included are camera-ready copies of each published Plan and Accountability Report. Files are arranged: Chronologically by fiscal year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old _____; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.
Needed to substantiate data in published Plans and Reports.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 1 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/29/81	Walter L. Baumgardner	1-28-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-2-81
		Secretary of State/Designee	2-2-81
		Attorney General/Designee	2-3-81